

# **GUIDELINES FOR SUBMITTING A CREDITOR MATRIX ON DISKETTE**

**(October 2000)**

Below are the guidelines for submitting a creditor matrix on diskette. If you have any technical questions, please contact a member of the Automation Department at the U.S. Bankruptcy Court (336-333-5647).

- M     Each address must contain 5 lines or less.**
- M     Address lines may not exceed 40 characters in length (any excess will be automatically truncated).**
- M     There must be 1 blank line between each complete address. Do not leave blank lines within an address.**
- M     The zip code should be the last element on the last address line.**
- M     The document must be stored in ascii text format. If the matrix is prepared in a word processor, it must be converted to ascii text. See Page 2 for assistance on making this conversion.**

## **DISKETTE**

- M     Submit the matrix on a 3.5" diskette. Each diskette should contain only 1 creditor matrix. Name the document the debtor's last name and use an extension of .txt. For example, a matrix for John Doe would be saved as doe.txt.**
- M     When a diskette with a matrix is submitted over the counter, another blank diskette is provided upon request.**
- M     When a diskette with a matrix is received in the mail, one will be returned to the sender provided a stamped, self-addressed mailer is enclosed.**

## **SAVING A CREDITOR MATRIX IN ASCII OR TEXT FORMAT**

Creditor matrices submitted on diskette must be in ASCII or text format. Below are instructions to complete this process using Microsoft Word and WordPerfect. For other word processors or text editors, consult your user manual or on-line help for instructions on saving a document in text format.

### **WordPerfect 8/9**

- 1) Go to the "File-Save" or "File-Save As" screen.
- 2) Click on the "File Type" box, which is just below the "File Name" entry box.
- 3) Select the "ASCII Dos Text" option.
- 4) Save the document to the diskette as "Debtor Last Name.txt"

### **Microsoft Word 97**

- 1) Go to the "File-Save" or "File-Save As" screen.
- 2) Click on the "Save as Type" box, which is just below the "File Name" entry box.
- 3) Select the "MS-DOS Text" option.
- 4) Save the document to the diskette as "Debtor Last Name.txt".

### **NotePad**

"Notepad", which comes with Windows 95/98, stores documents in ASCII format. To access "Notepad":

- 1) Click the "Start" button.
- 2) Click "Programs".
- 3) Click "Accessories".
- 4) Click "Notepad".
- 5) Type the matrix and save to diskette as "Debtor Last Name.txt".

## **COPY INFORMATION TO NOTEPAD**

You can also copy the matrix from the screen in another Windows application to Notepad if necessary:

- 1) Load and minimize "Notepad".
- 2) Get the matrix on the screen of the application in which you can display it.
- 3) Block the entire matrix.
- 4) Click "Edit-Copy" from the menu bar.
- 5) Pull up "Notepad" from the task bar.
- 6) Click "Edit-Paste" from the menu bar.